

**ACTING
SUPERINTENDENT**

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BOARD OF EDUCATION

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MEMORANDUM:

DATE: April 19, 2016
TO: Myra Martinez, Acting Superintendent
FROM: Eileen Ulibarri, Executive Administrative Assistant **EU**
RE: ***Response to #7_Documented complaints.***

Please be advised that I am providing this information as per your request dated 4-15-16.

School Board, as a group and as Individual members.

Response to #7_Documented complaints

Complaints are received, date stamped and signed as received. Copy made for them if requested.

The complaints are then given to the Superintendent or Administrator to address. If requested,

I will keep a copy for office files and forward to addressee. Otherwise, the Superintendent keeps the documented complaint until resolved or addressed.

File review for the requested period does not reveal any such documented complaints for school board as a group and as individual members.

XC: File